

## **Adult Education Center/KET Partnership New \$20/\$20 Process, Fall 2008**

**Purpose:** Allows a student enrolled through KYAE to receive KET materials for home use removing barriers to completing their GED® studies. The student may have transportation, childcare, or attendance barriers or need take-home materials.

**Eligibility:** The Adult Education program decides which students could benefit from this arrangement. A student must have completed the enrollment and assessment procedures at the Adult Education Center.

**Registration:**

- The Adult Education program assists the student in completing the Adult Education/KET Partnership registration form.
- The Adult Education program determines if the student needs a full set of 3 GED Connection workbooks or the Fast Track Workbook.
- The student mails the registration form with a \$20 fee to KET.
- Adult Education Center retains a copy of the registration form in the student folder.

**AERIN:** The student was enrolled and coded (01) in AERIN when the assessment was completed. The code does not change.

**Adult Education Center:**

- Provides customary services to the student including follow up calls to answer questions about the materials and encouragement to return to the center for assistance.
- Reviews workbooks for students and schedules regular assessments.
- Administers the Official Practice Test. After the desired OPT score, the student (or local grant funding source) will mail the final \$20 with voucher request form to KET for the GED voucher (\$40 value).
- Signs the KYAE-6 form using the Adult Education Center instructional program code, assists student in registering for the GED exam.

**KET:**

- Sends the GED Connection or Fast Track workbook(s) and broadcast schedule to student's home address.
- Provides follow-up call to the student for answering questions about the materials as well as providing encouragement to return to the Adult Education Center for assistance.
- Receives final payment of \$20 upon test readiness certification, sends test voucher to student, Adult Education Center, or testing center for use on GED exam day.